Indicator 14 ECATS Data Entry Instructions

1. **Pull your exit data for the previous year.**
   Reporting>Standard Reports>Special Education>Exit Count
   Data Source should be the OSEP/Final Reporting Data Base

2. **Filter the report by Exit Reason.**
   Highlight header row>Data>Filter>
   Students who have: Graduated (GR); dropped out (DO); aged out (MA); and received a certificate (CP)

3. **This will be the list of students that will need to be called. To access the survey, go to Admin>School System>Administration>Inactive Students and search for the record.**
4. **Click on the student record and select EC Process> Post School Outcomes Survey.**

5. **If the student is eligible to counted on Indicator 14, the student information will be filled in and you will be able to select from the drop list.**

6. **The survey will walk you through the questions and can either be entered in real time or using a paper copy. The questions will start with Question 5. If you cannot reach the student after multiple attempts, select No to question 5 and submit the data.**

6. Do you go to high school now? (Only ask this if the Exit Reason is Drop Out or Received a Certificate – otherwise, click 'No' and move to next question)	No ⌄
7. Since leaving high school, have you had a job?	⌄
7a. Of the following categories, what is the closest description to where you work and/or worked? If you work and/or worked more than one job, please let me know so that I can choose categories for both.	☐ (1) In a company, business, or service (Competitive Labor Market with people with and without disabilities) ☐ (1) In the Military ☐ (1) Both Military Service and Competitive Labor Market ☐ (2) In supported employment (Paid work with support services with a job coach) ☐ (2) Self-employed (e.g., lawn care, baby-sitting, etc.) ☐ (2) In your family's business (e.g., farm, store, fishing, catering) ☐ (2) In sheltered employment (where most workers have disabilities) ☐ (2) Employed while in jail or prison ☐ (2) In or around someone else's home ☐ (2) In various places doing odd jobs or Day Labor ☐ (2) On a farm ☐ (2) Several different jobs (please describe)
8. Some people continue their education or training after high school. At any time since leaving high school have you enrolled, full-time or part-time in any type of college, school, training, or other education program?	Yes, I am enrolled and attending classes. ⌄
8a. What type of college, school, training, or other program are/were you enrolled in?	⌄
8b. If you attended/are attending a 2 or 4 year College did you complete at least one term or semester?	⌄
8c. If you are/or have attended another type of program, did you complete at least one course, term, or semester?	⌄
10. Is there anything you would like to share about your education, training, and/or work that I haven't asked?	

SUBMIT

7. **Once the questions are complete, click the submit button to save your results.**
8. **To ensure the students you have entered are complete, run the Indicator 14 report. Students will appear on the report once data is submitted into the survey.**

Early Warning System	Accommodations Report School/Grade/Class/Test	IEP Services Report with Minutes (xls)
FAM-S	Caseloads as of a Point in Time	IEP ServicesReport with Location/Transportation (xls)
	Caseloads Report Admin (xls)	Missing Progress Report (xls)
General	Child Count	Overdue Eligibility/IEP Report (xls)
	Compliance by Case Manager (xls)	Progress Report Status (PDF)
Service Logging	Compliance by School (xls)	Projected/Missed Eligibility Meetings (xls)
	Compliance by Students (xls)	Projected/Missed IEP Meetings (xls)
Special Education	Compliance Summary (PDF)	Exit Count
	Contacts Report (PDF)	Indicator 7
	ESY By School By Case Manager (xls)	Indicator 11
	ESY by Service (xls)	Indicator 14
	IEP Services Report with Location (xls)	Excluded Students

9. **After all students have been documented, whether they responded to the survey or not, on the Indicator 14 report, you may certify the data in the Reporting System.**